



## Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Publications

Sub-Section:

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**TITLE:** All Official Manuals and Other State Pamphlets

**CUTOFF:**EOCY

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**DESCRIPTION:** All inventory distributed by the Office of Secretary of State

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES:** 1233

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Historical File

**CUTOFF:**EOCY

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**DESCRIPTION:** Photographs, Historical Pamphlets, Newspaper Items, etc.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES:** 22849

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Official Manual File and All other State Pamphlets Distributed by this Office

**CUTOFF:**EOCY

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**DESCRIPTION:** work books, galley proofs, current manual manuscripts, final page proofs, layouts, envelopes and identification cards.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 1230

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Publications

Sub-Section:

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**TITLE:** Official Manual Mailing List

**CUTOFF:**EOCY

**DESCRIPTION:** Official Manual Mailing List

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1231

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Reference Publication File - Governor's appointments, state departmental publications, and personnel reports

**CUTOFF:**EOCY

**DESCRIPTION:** Reference Publication File - Governor's appointments, state departmental publications, and personnel reports

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1232

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Techincal Reference Materials

**CUTOFF:**EOCY

**DESCRIPTION:** Books, catalogs, brouchures,etc.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22850

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Publications

Sub-Section:

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**TITLE:** Training, Travel, and Educational Reimbursement Requests - copy - original in Executive Deputy Office

**CUTOFF:** EOCY

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**DESCRIPTION:** Training, Travel, and Educational Reimbursement Requests - copy - original in Executive Deputy Office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 486

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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